



# MIAMIBEACH

**PCA**

**ADMINISTRATIVE SERVICES MANAGER**

Job Code: 3110

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o017

## **NATURE OF WORK**

This is highly responsible management and complex professional administrative work planning, organizing, implementing, and assisting the Director in controlling the City's Building Department.

Emphasis of the work is on managing the information technology, administrative and records management staff in support of the functions of the Department.

## **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

- Conferring with Director on matters relating to fiscal, administrative and budgetary policy
- Developing goals and objectives for the City long-range development regarding community facilities
- Assisting the Director to implement and monitor Departmental strategies
- Providing policy direction and guidance on current technology and record management projects
- Representing the department in meetings / commissions
- Developing, implementing, evaluating new departmental technology and record management initiatives
- Assessing functionality, usefulness of technological initiatives and to ensure compatibility with the Department's policies and long term objectives
- Ensuring completeness of controls, adherence to standards, completion of documentation, quality of output, and efficiency of systems and programs
- Assisting the Director in preparing and administering the department budget
- Authorizing payment for the operation of the Department
- Training of other employees concerning their duties or departmental functions
- Evaluating the job performance of subordinate employees
- Maintaining, reconciling or supervising subordinate employees maintaining and reconciling journals, ledgers, and other records

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of public administration and management principles
- Considerable knowledge of information technology systems
- Considerable knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations
- Considerable knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting
- Ability to prepare complete and accurate accounting reports and statements of considerable complexity, in a timely manner
- Ability to determine if departmental standards, goals, and objectives are being met and to redirect priorities and take any other corrective action as necessary
- Ability to keep complex records, to assemble and organize data, and to prepare reports from such records

- Thorough knowledge of the principles of management and their application to the administration of government activities
- Ability to plan, organize and supervise, through various levels of subordinates, the work of all departmental employees in a manner conducive to full performance and high morale
- Ability to formulate, implement and attain organizational and departmental goals and strategies to serve the community and its economic base
- Knowledge of statistical analysis
- Ability to negotiate agreements and understand relevant legal practices

#### **MINIMUM REQUIREMENTS**

- Five (5) years work experience
- Experience can substitute for education on a year-for-year basis
- Outstanding customer service and communication skills
- Excellent analytical writing and organizational skills
- Bachelor's Degree in Business Administration or related field
- Considerable experience supervising and managing subordinates
- DESIRED:
- Master's degree in Business Administration or related field.

#### **SUPERVISION RECEIVED**

- General supervision is received from Assistant Director of Support Services who holds the incumbent responsible for the attainment of desired goals and objectives, the professional management of departmental operations, and for the quality of service to City departments
- Incumbent is given wide latitude to exercise independent judgment in resolving day-to-day problems

#### **SUPERVISION EXERCISED**

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized and clerical employees with assigned responsibility in various phases of departmental operations.